



Embassy of the United States of America

Tokyo, Japan

May 15, 2020

First set of Questions-and Answers (Qs & As) from orientation held on
May 12, 2020 at 02:00pm

Request for Quotations No. 19JA80-20-Q-0610

Project Title : Trade Food Showcase Promotion Services for the Agricultural
Trade Office (ATO) of the US Embassy Tokyo

Opening Remarks by : Darin Phaovisaid, GSO Contracting Officer
Morgan Perkins, ATO Director

Project outline explained by ATO Agricultural Specialist.
Paragraph-by paragraph explanation of the Statement of work was conducted to
Emphasize on the following items:

- Venue shall be Public Health Center-approved facility;
 - Safety and Health
 - Majority of major city hotels do not accept food tasting at events due to food poisoning concern. If they knew an event offers food tasting, they will not allow us to hold a food trade show. Only a few major hotels allow food tasting in Tokyo. Second, even though Makuhari Messe and Tokyo Forum like official event halls, they need to submit permit application to regional health office for each event.
- Cancellation may be possible due to COVID-19 circumstance;
- Any expenses incurred by cancellation of the service due to COVID-19 can be paid based on the **clearly itemized price list submitted with the proposal**;
- At least 300 targeted **professional** Japanese food buyers/importers shall be recruited for this event;
- During and Post-event survey/data shall be gathered and submitted; and
- Importance of working with State Regional Trade Group for exhibitor recruitment and approx. 40 US Agricultural Cooperators in Japan regarding menu development for the display table.

Questions and Answer Session

Question 1:

"Are there any specified SNS accounts for media releases?"

- Answer 1: ① Posting on the Federal Agricultural Service (FAS) Japan owned SNS is required.
- ② Vendor-owned SNS or other types of media posting are also available and welcomed.

Question 2:

"Will cancellation fee for such as venue and other cost be paid?"

Answer 2: Please provide detailed proposed billing schedule with RFQ documents. Early securing of venue, preparation of guest lists, event catalogue and other requirements as noted in the RFQ are important even during the COVID-19 situation.

Given the uncertainties with COVID, cancellation of the event is possible. Any preparation completed for the project is still valuable information towards the event and any costs and expenses shall be compensated (paid) to certain percentage. In addition, please submit venue cancellation policy and cost estimates.

Purchase Order Modification for equitable adjustment shall be issued to actual invoiced amount incurred by cancellation.

Question 3:

"Will guest list from previous year be provided?"

Answer 3: After the contract award, this information will be available, and will be provided by ATO through multiple meetings and discussions. However, ATO would like the vendor to expand the contact list and add new vendors.

Question 4:

"When will the event cancellation be determined?"

Answer 4: The event cancellation will be determined 60 to 90 days or 2 to 3 months before November 2020 following government guidelines on health issues, State of Emergency situation and etc.

Question 5:

"Is hand-carry submission of Quotation on May 26 allowable or only mail submission through postal service?"

Answer 5: Please see a cover letter for the subject RFQ No.19JA80-20-Q-0610 for quotation submission method.

-End of First Set of Q and A-